



193-195 Fore Street, Angel Place, Edmonton, London N18 2UD, England, United Kingdom

Tel: +44 (0)20 8807-2228; Fax: +44 (0)20 8807-8884;

Website: www.ixthuscc.com; E-mail: info@ixthuscc.com

GENERAL PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by *[the Data Protection Bill/Act 2017 the General Data Protection Regulation 2016/679 (the “GDPR” and other legislation relating to personal data and rights such as the Human Rights Act 1998]*.

Who are we?

This Privacy Notice is provided to you by the Ixthus Church Council (ICC) which is the data controller for your data. The Council is made up of a number of members who work together to deliver the Council’s mission in each community.

As a Council we may need to share personal data we hold with members so that members can carry out their responsibilities to the Council and our community. This means we are all responsible to you for how we process your data.

The data controller has its own tasks within the Council and a description of what data is processed and for what purpose is set out in this Privacy Notice. In the rest of this Privacy Notice, we use the word “we” to refer to each data controller, as appropriate.

What data do the data controllers listed above process?

They will process some or all of the following where necessary to perform their tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to our mission, or where you provide them to us, we may process demographic information such as gender, age, date of birth, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependents;
- Where you make donations or pay for activities such as use of a Council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The data we process is likely to constitute sensitive personal data because, as a Council, the fact that we process your data at all may be suggestive of your religious beliefs.

How do we process your personal data?

The data controllers will comply with their legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorized access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

We use your personal data for some or all of the following purposes:

- To enable us to meet all legal and statutory obligations
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments;

A Member of Churches Together in England





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- To deliver the ICC's mission to our community, and to carry out any other voluntary or charitable activities for the benefit of the public as provided for in the constitution and statutory framework of each data controller;
- To fundraise and promote the interests of the Council and charity;
- To maintain our own accounts and records;
- To process a donation that you have made (including Gift Aid information);
- To seek your views or comments;
- To notify you of changes to our services, events and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about events, campaigns, appeals, other fundraising activities;
- To enable us to provide a voluntary service for the benefit of the public in a particular geographical area as specified in our constitution;
- Our processing also includes the use of CCTV systems for the prevention and prosecution of crime.

Who else has access to your data?

Access to your data may include our administrative staff in order to communicate and distribute news and events through the media of our website and email, such as the ICC Newsletter, the ICC Website and other ICC Notices. This is to notify ICC members of recent or forthcoming events and to promote the good work of the ICC and its members. Where we do so, we will require all our administration staff to respect the security of your data and to treat it in accordance with the law.

All ICC members are listed on our ICC websites 'member's directory' which is protected and cannot be altered or amended by those viewing it.

These details include;

- your name and title/position
- your ministry/church name
- the region of your place of Worship (not full address)
- a lone photograph of yourself or a group photograph which includes yourself

Please note, other Members do not have access to your personal details and any requests from a member for your information must be made by formal request in writing to the Secretary of ICC and then released only with granted permission by your good self.

What is the legal basis for processing your personal data?

Most of our data is processed because it is necessary for our legitimate interests, or the legitimate interests of a third party. An example of this would be our safeguarding work to protect children and adults at risk. We will always take into account your interests, rights and freedoms.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the hire of church facilities.

Religious organizations are also permitted to process information about your religious beliefs to administer membership or contact details.

Where your information is used other than in accordance with one of these legal bases, we will first obtain your consent for that use.

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Sharing your personal data

Your personal data will be treated as strictly confidential. It will only be shared with third parties where it is necessary or where you first give us your prior consent.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. In general, we will endeavor to keep data only for as long as we need it. This means that we may delete it when it is no longer needed, for example, when your annual membership with the ICC is no longer renewed.

Your rights and your personal data

You have the following rights with respect to your personal data. When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access information we hold on you

- At any point you can contact us to request the information we hold on you as well as why we have that information, who has access to the information and where we obtained the information from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.

2. The right to correct and update the information we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3. The right to have your information erased

- If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold.
- When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).

4. The right to object to processing of your data

- You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.

5. The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

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6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was sought.
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
7. The right to object to the processing of personal data where applicable.
8. The right to lodge a complaint with the Information Commissioner's Office.

Transfer of Data Abroad

Any electronic personal data transferred to countries or territories outside the EU will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

What if you do not provide personal data?

If you do not provide personal data, it is highly unlikely that Ixthus Church Council may accept your membership or continue to hold your registration as a member.

Automated decision-making

Membership decisions are not based solely on automated decision-making. Once you have read this document and understand its content, please fill in the consent form and return it by email to info@ixthuscc.com. We will record this consent, in a secure document, until such time as you withdraw consent, or we have no legal reason to process/retain your data.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the information we hold about you or to exercise any relevant rights, queries or complaints at:

The Data Controller: Ixthus Church Council, 193-195 Fore Street, Edmonton, London N18 2UD

Email: info@ixthuscc.com

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

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CONSENT FORM

I agree to receive newsletters and other communications from you as well as details of any activities and events.

I hereby grant Ixthus Church Council permission to hold and process my personal data, if required for the purpose stated in the Privacy statement above.

Name:

Ministry Name:

Address:

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Signature:

Date:

Last updated 28th May 2018

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